



CITY OF DALLAS JOB ANNOUNCEMENT LIBRARY AIDE I

The City of Dallas is accepting applications for Library Aide I; salary is \$12.43 to \$16.34 per hour. This is a regular, part-time position working 20 hour a week. This position requires the ability to work a variable schedule including days, evenings and weekends.

GENERAL STATEMENT OF DUTIES: Staff the circulation desk, which includes checking Library materials out and in; collecting fines/fees; answering the telephone; issuing library forms/applications, reviewing returned materials for damage; and arranging materials for re-shelving. Prepare the library for opening and closing. Respond to inquiries from the public regarding use of the Library. Explain use of facilities and equipment, such as public access computers, photo-copy machine, microfilm reader/printer and audio-visual equipment. Assist patrons with basic reference and other library-related questions. Place books and materials on reserve and maintain order on reserve book shelves. Search shelves for items requested by other Library patrons, tag and route these materials to requesting libraries. Shelf books and other library materials as needed.

KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of the principles and practices of modern library systems and programs; some knowledge of library circulation policies and procedures, and services; working knowledge of library classification systems; working knowledge of basic office procedures.

Ability to accurately maintain library filing systems; ability to orally communicate effectively; ability to establish and maintain effective working relationships with patrons, employees, supervisors, and the general public. An ability to provide friendly and quality customer service is a priority.

Must be physically able to perform duties including, but not limited to, such tasks as lifting and carrying several books, bending/reaching to shelve items, and standing for long periods of time.

EXPERIENCE AND TRAINING: Graduation from high school or GED, supplemented by post-secondary education or training in library science, liberal arts, education or a related field, or any equivalent combination of education and experience. Must have some experience working in a library. We are looking for applicants who have demonstrated great customer service in their previous employment..

PROCESS: Applicants may be evaluated using the following criteria: applicant's qualifications, experience and training, oral interview, thorough background check, and a pre-employment drug test.

Applications must be received by Wednesday, November 8, 2017, at 5:00 PM in the City Manager's Office, City of Dallas, 187 SE Court St., Dallas, OR 97338 or email Emily.gagner@dallasor.gov. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** All applicants will be notified of their final status.